

## S50 - STATE SERVICE TRANSACTION ENTRY

**On the S50-SS Transaction Entry screen, complete fields as indicated:**

| TRANSACTION   | TRANS CODE | TIME WORKED DYS HRS | FRACT MO   | SS CREDIT  |
|---|------------|---------------------|--|--|
| Beginning Balance used for:<br>( <i>BEGIN BAL</i> )<br><ul style="list-style-type: none"> <li>Employee new to LAS</li> <li>Employee returning to CLAS after a period of ineligibility</li> </ul>                | BB         | N/A **              | <ul style="list-style-type: none"> <li>Erase/EREOF if data is displayed</li> <li>ENTER carryover fractional amount <u>or</u></li> <li>leave blank if zero</li> </ul> | <ul style="list-style-type: none"> <li>Erase/EREOF if data is displayed</li> <li>ENTER total State Service (ENTER 0 for a zero balance)</li> </ul> |
| Full Time Accrual<br>( <i>SS CREDIT</i> )   | CR         | N/A<br>N/A          | N/A *  | N/A *  |
| Fractional Month Accrual<br>( <i>FRACT MONTH</i> )  | FM         | N/A<br>N/A          | N/A *  | N/A *  |
| Non-Qualifying Leave Period<br>( <i>NQLP</i> )  | NQ         | N/A<br>N/A          | N/A *  | N/A *  |
| Hours Worked - (roll code 3)<br>Hourly, Monthly Intermittent<br>( <i>HOURS WORKED</i> )<br><ul style="list-style-type: none"> <li>Hours worked toward State Service credit</li> </ul>                           | HW         | N/A X               | N/A  | N/A  |
| Adjustment (roll code 3) +<br>( <i>ADJ - HOURS</i> )<br><ul style="list-style-type: none"> <li>Adjustment of hours worked due to a timebase change involving a hourly, monthly intermittent position</li> </ul> | TH         | N/A X               | N/A  | N/A  |
| Hours Worked, 1st half (roll 4)<br>Hourly, Semi-Monthly Intermittent<br>( <i>HRS WORK 1st</i> )<br><ul style="list-style-type: none"> <li>Hours worked 1st half toward a State Service credit</li> </ul>        | H1         | N/A X               | N/A  | N/A  |
| Hours Worked, 2nd half (roll 4)<br>Hourly, Semi-Monthly Intermittent<br>( <i>HRS WORK 2nd</i> )<br><ul style="list-style-type: none"> <li>Hours worked 2nd half toward a State Service credit</li> </ul>        | H2         | N/A X               | N/A  | N/A  |
| Adjustment (roll 4)+(ADJ - INT)<br><ul style="list-style-type: none"> <li>Adjustment of hours worked due to a timebase change involving a hourly, semi-monthly intermittent position</li> </ul>                 | BH         | N/A X               | N/A  | N/A  |

\* Data required in these fields will be system generated.

\*\* Enter carryover hours for positive paid, monthly (roll code 3) and positive paid, semi-monthly (roll code 4) employees.

+ When keying this transaction, always select intermittent EPH from the POSITION SELECTION screen.